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Gateway User Guide

Form 4

ORDINANCE / RESOLUTION FOR APPROPRIATIONS AND TAX RATES

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Getting Ready


Form 4 is the official ordinance that the fiscal body signs to formally adopt the budget. It is a single-page signature sheet, but it references and incorporates the budget figures on Forms 4A and 4B. Form 4 should be submitted electronically through the Gateway. The Signed Ordinance that is generated as a result of Form 4 must also be submitted to the DLGF. For more information, see the user guide titled, “Submitting Proof of Publication and Signed Form 4.”


Accessing Form 4


First, navigate to the Budget Form Menu by selecting your unit and then clicking “View Forms, Enter and Edit Budgets.”

Department of Local Government Finance Tasks

 **Customize Funds, Departments, Debts, Rev. Codes**
View and edit lists of funds, depts., debts by fund and rev. codes.

 **View Forms, Enter and Edit Budgets**
View, edit and submit Forms to DLGF.

 **Submit Proof of Publication and Signed Form 4**
View, upload and submit budget-related documents to DLGF.

 **Optional Flat File Upload**
Fund List, Department List, Fund-Dept Relationship, Form 1, Form 2

From the Budget Form Menu, click on the link on the left side of the Form 4 box that says “Click to edit form.” This will load the form.

Current Year Financial Worksheet: Additional Calculations for Form 4B

Debt Worksheet

Form 1: Budget Estimate

Form 2: Estimate of Miscellaneous Revenues

Form 3: Notice to Taxpayers

Form 4: Ordinance / Resolution of Appropriations and Tax Rates

 [Click to edit form](#)

Form 4A: Budget Report

Form 4B: Budget Estimate, Financial Statement and Proposed Tax Rate

 Not 'Ready to Submit'.

Ensuring that Form 4 is Generated Correctly

Similarly to the Form 3, amounts on the Form 4 can be either filled from other forms or manually entered. The figures on Form 4 can be pulled from the Form 4A (adopted column) and Form 4B (adopted column) that are entered into Gateway. Therefore, before filling the Form 4 amounts it is very important that Forms 4A and 4B adopted columns have been entered in Gateway for every fund for which a levy or an appropriation is needed.

Entering Data on the Form 4

The first field on this form is the “Ordinance / Resolution Number.” This is an optional field on the Form 4. If you have an ordinance / resolution number to enter, simply click in the box and type the number in. Please be sure to click save at the bottom of the form afterwards.

ORDINANCE / RESOLUTION FOR APPROPRIATIONS AND TAX RATES

Ordinance / Resolution Number:

This Form is Invalid until all form values have been entered.

pting Unit Entered] that for the expenses of Dlgf City, Indiana for the year ending December 31, 2013 the sum of [No Total Value

To complete the information in the paragraph at the top of the page, please select the “Enter Values into Paragraph Above” button on the left-hand side.

This Form is Invalid until all form values have been entered.

Be it ordained / resolved by the [No Adopting Unit Entered] that for the expenses of Dlgf City, Indiana for the year ending December 31, 2013 the sum of [No Total Value Entered], as shown on Budget Form 4-A are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expense of Dlgf City, a total property tax levy of [No Total Levy Entered] and a total tax rate of [No Total Tax Rate Entered], as shown on Budget Form 4-B are included herein. Budget Form 4-A and 4-B for all funds and departments are incorporated by the signing of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance / resolution shall be in full force and effect from and after its passage and approval by the [No Adopting Body Entered].

Name of Adopting / Fiscal Body	Type of Adopting / Fiscal Body	Date of Adoption

Enter Values into Paragraph Above

Once you click “Enter Values into Paragraph Above” the below page will appear.

Input Paragraph Values


Total Budget
 \$ Current total budget from Form 4a: \$ 98,500

Total Max. Levy
 \$ Current total levy from Form 4b: \$ 50,000

Total Tax Rate
 Current total tax rate from Form 4b: 0.1155

[Click to fill or update values above from other form values at right](#)

Date of Adoption

Name of Adopting / Fiscal Body
 

Select Type of Adopting / Fiscal Body

If you are choosing to pull the total budget, levy and rate from your other forms, please click the “Click to fill or update values above from other form values at right.” This will fill in the amounts automatically from the values on the right.

Please note that the values on the right are simply pulling from the adopted columns of Form 4A and Form 4B. The “Total Budget” pulls from the total adopted amount in the Form 4A. The “Total Max. Levy” amount is the sum of Line 16 for all funds on the Form 4B. The “Total Tax Rate” is the sum of Line 17 for all funds on the Form 4B. If you notice that these amounts are zero, or only a partial amount, please verify that the Form 4A and 4B are complete.

Total Budget
 \$ Current total budget from Form 4a: \$ 98,500

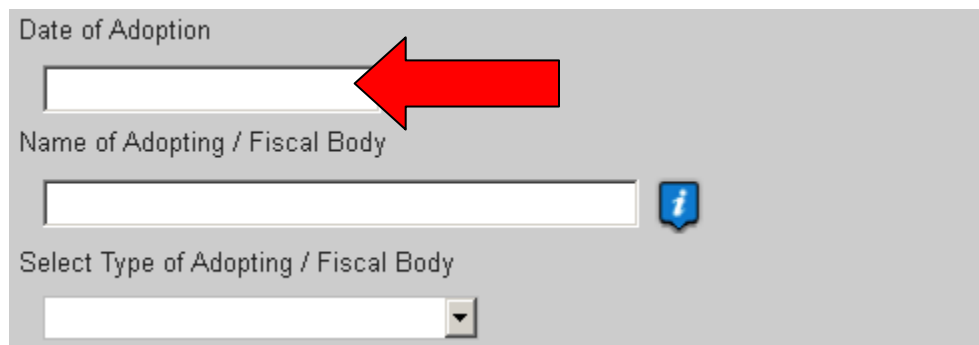
Total Max. Levy
 \$ Current total levy from Form 4b: \$ 50,000

Total Tax Rate
 Current total tax rate from Form 4b: 0.1155

[Click to fill or update values above from other form values at right](#)

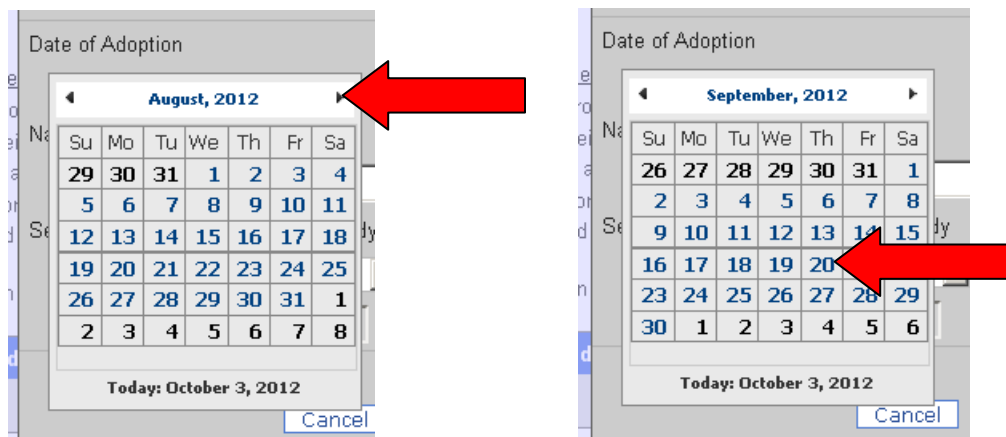
You also have the option to manually insert the amounts that you wish to adopt. To do so, simply click in the field and type in the values.

Our next field to complete is the “Date of Adoption.”



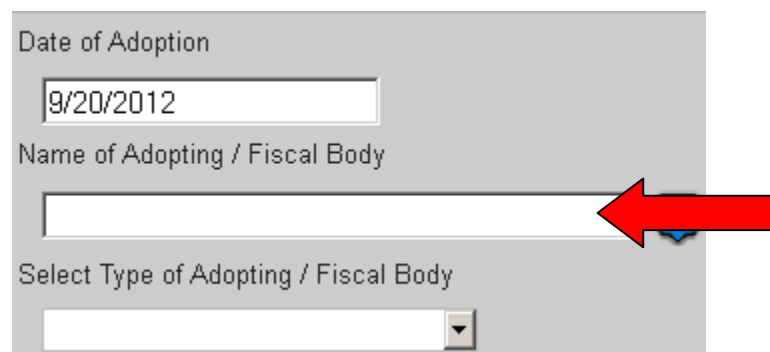
The screenshot shows a form titled "Date of Adoption" with three fields: a date input field, a text field for "Name of Adopting / Fiscal Body", and a dropdown menu for "Select Type of Adopting / Fiscal Body". A red arrow points to the empty date input field.

Please click in the field beneath “Date of Adoption.” If your date of adoption is not in the current month, use the arrows to the left and right of the month to navigate to the correct month. Once you have the desired month selected, click on the date you will hold the adoption meeting.




Two side-by-side screenshots of the date picker. The left screenshot shows "August, 2012" with a red arrow pointing to the right arrow. The right screenshot shows "September, 2012" with a red arrow pointing to the date "14". Both screenshots show a calendar grid and a "Cancel" button at the bottom.


Once you select the date of your adoption you will see it appear in the Date of Adoption. Our next step is the field underneath “Name of Adopting / Fiscal Body.” For this example I will complete the following steps for Washington Township.





The screenshot shows the "Date of Adoption" form with the date "9/20/2012" entered in the date field. A red arrow points to the empty text field for "Name of Adopting / Fiscal Body".

Once you have entered the name of your adopting / fiscal body, we will need to select the type of adopting / fiscal body.

Name of Adopting / Fiscal Body
 

Select Type of Adopting / Fiscal Body
 

- County Council
- Common Council and Mayor
- Town Council
- Township Board**
- Library Board
- School Board
- Other (fill in blank below)






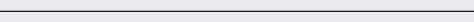




Once done, you will click “Update Record” to save the information you have entered on the Form 4. Please double check the top half of the form to ensure that all the fields have been completed. **The DLGF will consider the totals listed on the signed, hard-copy Form 4 to be the official adoption of the fiscal body.**

Be it ordained / resolved by the Washington Township Board that for the expenses of Dlcf City 10, Indiana for the year ending December 31, 2013 the sum of \$ 98,500, as shown on Budget Form 4-A are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expense of Dlcf City 10, a total property tax levy of \$ 50,000 and a total tax rate of 0.1155, as shown on Budget Form 4-B are included herein. Budget Form 4-A and 4-B for all funds and departments are incorporated by the signing of this form and must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance / resolution shall be in full force and effect from and after its passage and approval by the Township Board.

Name of Adopting / Fiscal Body	Type of Adopting / Fiscal Body	Date of Adoption
<u>Washington Township Board</u>	<u>Township Board</u>	<u>09/01/2012</u>

Enter Values into Paragraph Above

Edit	Delete	Name		Signature
		John Smith	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
		Robert Sterling	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
		Judy Garland	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	
		<input type="text"/>		

ATTEST 


Name	Title	Signature
<input type="text"/>	<input type="text"/>	


MAYOR ACTION (For City use only)

Name	Approve	Veto	Signature	Date
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>




We will now need to add the members that will vote to approve the budget. To do so you will need to enter their names one at a time.

Name		Signature
	<input type="text"/>	










Please enter a member's name and then click the "+ADD" button to save.


Name		Signature
	<input type="text" value="John Smith"/>	





Once you have added a name, simply repeat the process until all members are entered.



Edit	Delete	Name		Signature
		John Smith	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<input type="text"/>
		Robert Sterling	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<input type="text"/>
		Judy Garland	Aye <input type="checkbox"/> Nay <input type="checkbox"/> Abstain <input type="checkbox"/>	<input type="text"/>
 <input type="text"/>				

After the names of all council/board members have been entered on the Form 4, the "Attest" section should be completed. This field may be left blank on the Gateway Form 4, but once printed it will need to be completed on the hardcopy. To complete the attest field on the Form 4, enter the name and title of the person attesting and then click "Save" on the bottom right-hand side of the page.

ATTEST 			
Name	Title	Signature	
<input type="text" value="Bob Barker"/>	<input type="text" value="Trustee"/>	<input type="text"/>	



MAYOR ACTION (For City use only)			
Name	Approve <input type="checkbox"/>	Veto <input type="checkbox"/>	Date
<input type="text"/>			<input type="text"/>


MAYOR ACTION (For City use only)			
Name		Signature	Date
James John Walker	Approve <input type="checkbox"/> Veto <input type="checkbox"/>		9/20/2012

Save


At the bottom of Form 4 and all other forms you will notice the “Ready to Submit” status boxes. Before you complete the form you will notice a grey box that is titled “Not Ready to Submit.”

 **Not Ready To Submit** 

You will be able to mark this form as 'Ready to Submit' once all underlined paragraph fields have been completed, all numbers entered are greater than zero and board members have been added to the form.

☐ **Ready to Submit** 

This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.

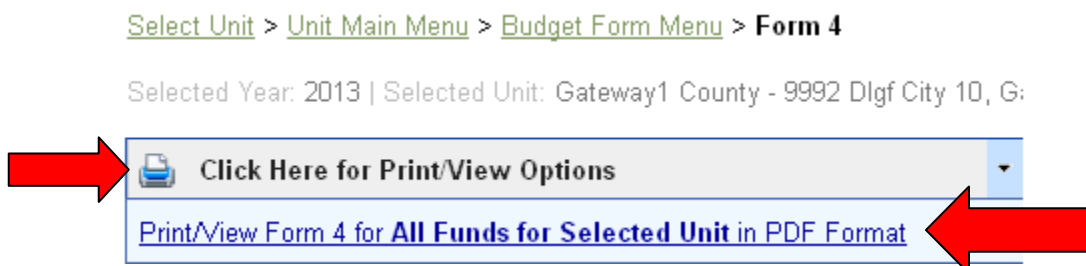
☒ **Ready to Submit** 

This Form will still be editable after checking this box. The 'Ready to Submit' option allows a form to be set visibly complete throughout the application and to be officially submitted to DLGF from the Budget Form Menu. Only Submitting the form to DLGF from the Budget Form Menu will turn off the editing function of the form.

Printing the Form 4 is an important part of the budget process as it allows your board/council members to sign and adopt your unit's budget. The Form 4 can only be printed after being marked as "Ready to

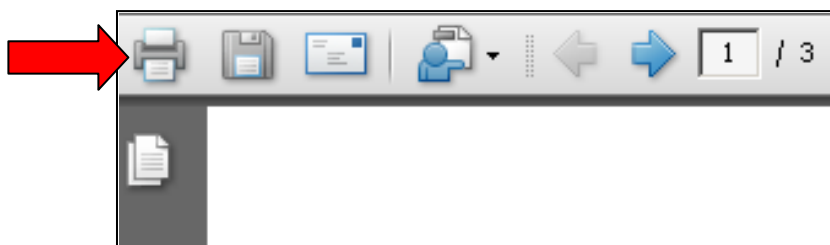
Submit.” Once the Form 4 has been marked as “Ready to Submit,” you should notice the drop-down menu on the top-left corner of the form that reads “Click Here for Print/View Options.” If this area states “Print options only available once Form 4 is marked 'Ready to Submit,'” try saving or leaving the Form 4 and accessing it again.

Click on the drop-down menu that states “Click Here for Print/View Options.”



Then select, “Print/View Form 4 for All Funds for Selected Unit in PDF Format.”

Once you see the page appear in a new window simply click on the printer icon on the top left hand corner to print. You may also select the save icon to the right in order to save the form as a PDF which will also allow you to email a copy of your Form 4.



Scanning and Uploading your Form 4

Please note that you will need to scan and upload a signed copy of your Form 4 (and Proof of Publication) into Gateway. The Department is no longer accepting submissions via fax, email, or mail.

You will first need to scan your signed Form 4 and save it in a location on your computer where you can find it. If you do not have a scanner, the Department recommends contacting a local public library or the county auditor’s office.

Once you have scanned your documents please click on “Submit Proof of Publication and Signed Form 4” on the Unit Main Menu.

Department of Local Government Finance Tasks



Customize Funds, Departments, Debts, Rev. Codes

View and edit lists of funds, depts., debts by fund and rev. codes.



View Forms, Enter and Edit Budgets

View, edit and submit Forms to DLGF.



Submit Proof of Publication and Signed Form 4

View, upload and submit budget-related documents to DLGF.



Optional Flat File Upload

Fund List, Department List, Fund-Dept Relationship, Form 1, Form 2

You will now need to complete the fields below along with locating your file.

Submit File

Select file type: Enter description for 'Other':

Proof of Publication (Form 3)

Enter a Description:

Select File to Upload:

Date:

Supplemental Date, if Applicable:

There are no files uploaded for this unit.

If you click on “Proof of Publication (Form 3), you will then be able to select “ Signed Budget Ordinance/Resolution (Form 4).”

Select file type:

Proof of Publication (Form 3)

Proof of Publication (Form 3)

Signed Budget Ordinance/Resolution (Form 4)

Appropriation Reduction Ordinance/Resolution

You will then need to enter a description.

Submit File
Select file type:
Signed Budget Ordinance/Resolution (Form 4) ▼

Enter a Description:
Signed Ordinance

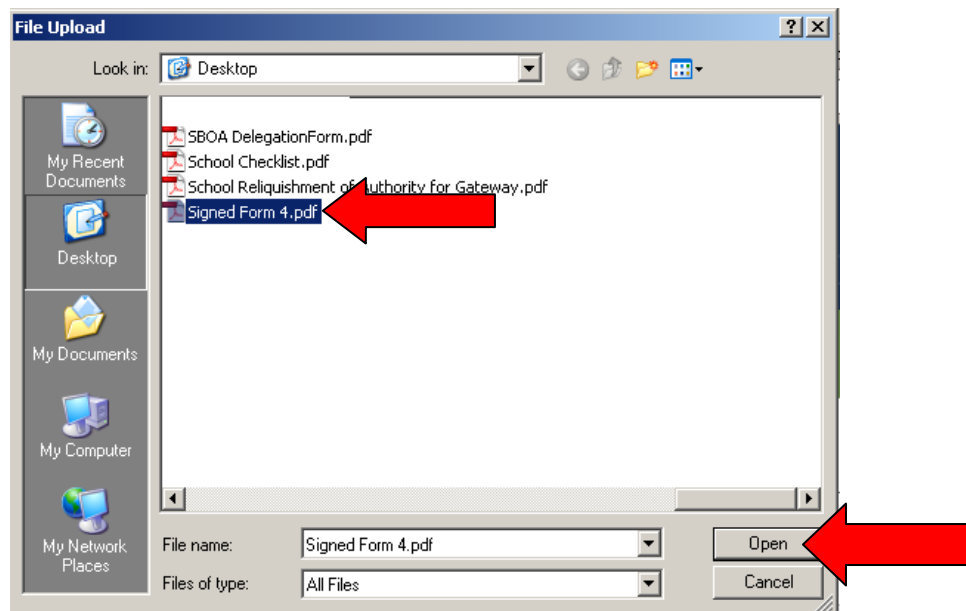
Select File to Upload:
 Browse...

Date:

Supplemental Date, if Applicable:

Upload File

To locate the file, click on “Browse.”



You will now notice the file path appears to the right of the “Browse” button.

Submit File

Select file type:

Signed Budget Ordinance/Resolution (Form 4) ▼

Enter a Description:

Signed Ordinance

Select File to Upload:

C:\Documents and Settings\ Browse...

Date:

Supplemental Date, if Applicable:

Upload File

There are no files uploaded for this unit.

We now need to input the “Date” field. This is the date of adoption. Click in the field beneath “Date” and navigate to the desired month with the arrows to the left and right of the month, if the desired month does not automatically come up.

Date:

September, 2012

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Today: October 3, 2012

Your last step in uploading your signed Form 4 is to click the “Upload File” button.

Date:

 Supplemental Date, if Applicable:

There are no files uploaded for this unit.

Once successfully uploaded, you should see all uploaded files appear below. If you wish to verify that the correct document was uploaded, click on the blue underlined file name and this will open the uploaded file.

Date:


 Supplemental Date, if Applicable:

Publication File Upload Successful

Publication File Name	File Type	File Description	File Upload Date	File Date 1	File Date 2
Signed Form 4.pdf	Signed Bgt. Ordinance/Resolution	Signed Ordinance	10-03-2012	9-20-2012	

Submitting the Form 4

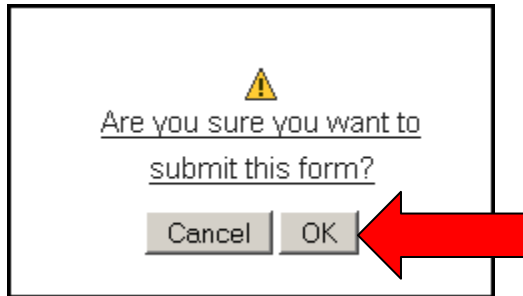
Note that after Form 4 has been marked as “Ready to Submit”, Form 4 under the Budget Form Menu now shows a green submit option.

Form 4: Ordinance / Resolution of Appropriations and Tax Rates 

 [Click to edit form](#)  [Click to submit completed form to DLGF](#)

Form 4A: Budget Report 

If you have completed your Form 4 and will not need to make any changes, you may click on the green submit button. You will notice a pop-up box asking you if you are sure you want to submit this form. If you are sure simply press “OK”.



As you will note below, Form 4A on the Budget Form Menu will now appear green and will now only have the option to view the form.

Form 4: Ordinance / Resolution of Appropriations and Tax Rates 	
 Click to view form	 This form has been submitted.
Form 4A: Budget Report 	

You may no longer edit a form once it is submitted. If you have submitted a form by mistake please contact the DLGF at gateway@dlgf.in.gov or at 317-232-3777.